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OFFICE OF LOGISTICS

PROCUREMENT NOTE NO.

11 SEP 1972

Review of Procurement Actions by the Agency
Contract Review Board

1. The purpose of this Procurement Note is to review and clarify the criteria for submission of procurement actions to the Agency Contract Review Board.
2. revised 17 January 1972 states that among the Board's responsibilities it will:
 - a. review approved procurement requests that concern contractual policy or procedures;
 - b. review any approved procurement request, proposed contract, or amendment in the scope of a contract, that exceeds \$150,000 in valuation; and,
 - c. review overrun funding amendments when individual or collective overruns exceed \$22,500 and 15 percent of the original cost.
3. also provides that: "Prior review of proposed individual contracts or classes of contracts may be waived by the Director of Logistics or his designee." Since the inception of the Board it has been the policy of the Director of Logistics to waive Board review of procurement actions involving production, services, and external analysis. This waiver of specified classes of procurement shall continue in effect until modified by the Director of Logistics.
4. For the purposes of this Note a production procurement may be defined as one involving standard commercial items, modified commercial items, or items where reasonably definite specifications are present. A services procurement may be defined as one providing for engineering services, repair, maintenance, overhaul, or similar work where it is not initially possible to reasonably estimate the extent or duration of the labor hours, services, or material involved. External analysis is the analysis of raw technical or intelligence data supplied to a contractor by the Agency for the production of a finished report.
5. Prototype or first follow-on production of units previously developed (also called pilot production) where adequate specifications or manufacturing drawings are unavailable cannot be considered within the waiver noted above; and thus will receive Board review pursuant to paragraph 2 above.

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SCHEDULE 1 OF 10 § 561 (a) (1) or (4) (check one or more) (unless impossible, insert date or event)

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6. Notwithstanding the waiver of certain actions noted in paragraph 3 above, Contracting Officers will inform the Director of Logistics of any proposed procurement action involving production, services, or external analysis when in the judgment of the Contracting Officer such action poses a question of procurement policy or involves a controversial matter of such significance that prior Board review would serve the best interests of the Agency.

7. Questions concerning the submission of actions to the Board may be submitted to the Chief, Procurement Management Staff for guidance.



John F. Blake
Director of Logistics

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Approved For Release 2002/11/20 : CIA-RDP89B00552R000700060020-5

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Approved For Release 2002/11/20 : CIA-RDP89B00552R000700060020-5